



# Sandia National Laboratories

50th Anniversary Celebration

March 7 – 9, 2006

## SECURITY PLAN

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## 1.0 GENERAL INFORMATION

The 50<sup>th</sup> Anniversary Celebration will be held at Sandia National Laboratories in Livermore, California (SNL/CA) on March 7, 8, and 9<sup>th</sup>.

Note: As this event is being held on normal workdays during normal working hours, for all visitors not participating in the 50<sup>th</sup> Anniversary activities normal processes apply.

### Basic Requirements

- All celebration activities will take place in the Property Protection Area (PPA). No activities relating to the celebration will be conducted inside the Limited Area.
- Only resident SNL employees, contractors and visiting researchers will be authorized to attend activities on all three days.
- The authorized Foreign National Request Security Plan (FNR SP) for foreign national resident SNL employees, contractors, and visiting researchers will be amended to allow access to the areas of the planned festivities for these three days only if the areas are not already included in their FNR SP.

### Guest Requirements

- There will be no Limited Area access allowed to the guests attending the 50<sup>th</sup> anniversary celebration.
- Guests allowed in the PPA will be accompanied at all times by a SNL/CA Member of the Workforce.
- Guests must wear a 50th Anniversary Celebration button and enter through a gate staffed by a Security Officer.
- Foreign National guests must wear a 50th Anniversary Celebration button and a SNL/CA Local Site Specific Foreign National badge.
- All foreign national guests must be registered and approved via the internal Foreign National Request Security Plan (FNR SP). January 15 is the last day for the submission of the FNR SP.
- Guests will not be allowed computer access.

### Security Mitigations

- All exhibits must be approved for unlimited release through the normal review and approval process by Classification/Export Control before being displayed.
- Restricted areas will be clearly marked as they would be on a normal work day.

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- In advance of the event there will be a Classification/Export Control review and approval of any proposed exhibits.
- In advance of the event there will be an OPSEC walk-through to approve areas open to visitors. Sensitive operations must stop in areas where visitors are taken. OPSEC is also involved in the planning activities and in reviewing the security plan.
- If there is a change in the Department of Energy's Security Condition (SECON) toward heightened security, the 50<sup>th</sup> Anniversary Celebration will be cancelled.

***Infractions will be assessed to any person violating the security requirements identified in this plan.***

## 2.0 PERSONNEL ACCESS CONTROL

### 2.1 AUTHORIZED ATTENDEES

SNL/CA members of the workforce, all DOE standard-badged personnel, and adult registered guests will be permitted to attend the 50<sup>th</sup> Anniversary Celebration. All guests must be adults. Adults are persons 18 years of age on the date of the event.

Guests will include retirees who will be allowed to invite one additional guest, invited VIPs, and registered U.S. citizens and foreign national guests. Foreign nationals meeting the criteria of a state-sponsored terrorist country citizen will not be allowed to attend.

- Foreign National's guests must register and have an authorized FNR SP in place to attend.

#### March 7

The focus of festivities on this day will be for the retirees. Only U. S. citizen retirees and one U.S. citizen sponsored guest will be authorized to attend on this day. However, should a retiree plan to attend activities to be held on March 8 or March 9, they would be allowed to do so without their guests.

#### March 8

Guests on this day will be invited VIPs, including local and community dignitaries. Guests on this day must be U.S. citizens.

#### March 9

Guests on this day will be adult friends or family of U.S. citizen or foreign national Sandia employees, contractors or resident long-term visiting researchers. Employees, contractors, or resident visiting researchers will be authorized to invite up to four guests. Guests must be 18 years of age in order to attend

### 2.2 Registration

Registration by U.S. citizens will be done via <http://www.ca.sandia.gov/anniversary50> prior to the celebration by the Sandia host or the guest themselves. This website allows guests to register electronically. All registrants must identify a Sandia host/sponsor for the 50<sup>th</sup> Anniversary web registration. The registrations will then be tracked and monitored by the Badge Office Team and CRF Visitor Program support. An email requiring a confirmation of a registered guest will be sent to each Sandia host/sponsor and requires a reply. Additionally, Visitor Control will verify each

registrant against the Stop Order/Site Denial Lists to ensure access is not provided to an individual who is not authorized to come on site.

SNL/CA hosts or sponsors must have their foreign national guests complete SF7643, Information Request for Foreign National. This form must be emailed or faxed back to the CRF Visitor Program, fax number (925) 294-2224, no later than January 12 in order to process the Foreign National Request (FNR SP). While an FNR SP must be submitted by a Q or L-cleared SNL/CA host, the CRF Visitor Program will assist with that submission with the information obtained for the guests by January 15 for attendance at the 50<sup>th</sup> celebration. The CRF Visitor Program staff will originate the FNR SPs.

Uncleared U.S. citizen sponsors (employees and contractors) and foreign national sponsors (employees, contractors, and resident visiting researchers) will require a U.S. citizen Q or L-cleared host to accept the hosting responsibilities for their guests in the FNR SP. A FNR SP must be authorized for all foreign national guests before attendance is approved. The CRF Visitor Program will originate the Foreign National Requests for this event. Foreign national guests meeting the criteria of a state-sponsored terrorist country citizen will not be allowed to attend.

## **2.3 Badging**

50th Anniversary Celebration Information and buttons (badges) will be given to guests on each of the three celebration days to wear as badges and may be kept as souvenirs. The March 7 button will state "Retiree". This badge may be used for access all three days by the retiree. The retiree and retiree guest buttons will only be given to U.S. citizens.

Guests on March 8, the VIPs, will receive a celebration button that will be valid March 8 and 9. Should a VIP show up to attend the activities scheduled for March 7, authorization would be given as long as they are approved for attendance at the 50<sup>th</sup> Anniversary activities and present picture identification when accessing through East Avenue. All VIP guests must be U.S. citizens.

Guests on March 9 will receive a celebration badge of a color different from that used on March 7 and March 8. These will only be valid on March 9. Foreign national guests' "buttons" will state "Foreign National". Additionally, foreign national guests are required to wear the DOE red local site specific foreign national badge required by DOE M 470.4-2, Section A, Appendix 1. Foreign national guests are required to present their current legal status documents in order to receive a badge and celebration button.

Hosts/sponsors must ensure the red DOE local site-specific foreign national badge is returned at the end of the day. Guests may keep the celebration buttons as a souvenir.

Guests for all three days will be required to pick up their celebration buttons at the Super Kiosk area prior to entering the East Avenue Corridor. Guests must present a valid picture identification and be named on the 50<sup>th</sup> Celebration approved-for-access list in order to receive a “button”. Foreign national guests must present their current legal status documents in order to receive the foreign national badge.

Q-cleared, L-cleared, or uncleared U.S. and foreign national hosts or sponsors must accompany their guests (be in physical contact with) at all times while in the PPA.

### **2.4 PEDESTRIAN ACCESS TO SECURITY AREAS**

The following gates will be open and staffed by protective force personnel for access to the 50th Anniversary Celebration activities.

Property Protection Area (PPA) Access:

- Gate 3 (Building 940 MANTL COMPLEX, wheelchairs accessible)
- Gate 15 (Building 928 Shipping and Receiving entrance)

The electronic entry points into the Limited Area will be inactive on these three days, eliminating the risk of “vouching” a guest into the Limited Area. This should not cause problems for normal operations, since the gates will be staffed by ProForce officers.

Because it is a normal work day, Gate 17 into the Limited Area will be staffed.

## **3.0 VEHICLE ACCESS CONTROL**

### **3.1 ACCESS TO EAST AVENUE CORRIDOR (EAC)**

Access to the EAC is contingent upon the Department of Energy’s security (SECON) level. Any SECON threat level of 2 or 1 (i.e., heightened security) will result in the cancellation of the 50th Anniversary Celebration.

### **3.2 ACCESS TO EAST AVENUE CORRIDOR (EAC)**

As this is a normal workday, normal operations will continue except as stated in this plan. Vehicle access to the EAC and the site will operate under normal conditions. Security, maintenance, and emergency vehicles will have access as necessary. Handicapped spaces are limited and will be available in the CRF, MANTL, and Building 911 parking lots.

### **3.3 DELIVERY VEHICLE INSPECTIONS**

The LLNL Delivery Vehicle Inspection Station will be operational during celebration activities. All delivery vehicles will be processed through that facility as usual. The SNL/CA Pro Force and will also conduct random vehicle inspections at the Vasco Road entrance.

## **4.0 PROHIBITED ITEMS**

Celebration attendees are prohibited from bringing the following items onto SNL/CA property,

- Weapons
- Explosives
- Intoxicants
- Illegal Drugs
- Pets
- Cameras
- Tape Players
- Audio/Video Recording Equipment
- Any personal electronics with the exception of cell phones.

NOTE: While there is no prohibition for camera cell phones in the PPA, guests will be encouraged to leave their personal electronics in their vehicles. No photos or videos are to be taken with a cell phone.

Protective Force personnel will be conducting random searches/inspections to verify that attendees do not have prohibited items on their person.

## **5.0 PHYSICAL SECURITY**

### **5.1 OPSEC REQUIREMENTS**

- a. All sensitive information normally located in areas that will be used for celebration activities must be secured or removed and secured in a nonevent area to prevent inadvertent release of information.
- b. In addition to OPSEC involvement in the planning process, an OPSEC walk-through will be performed of event areas (including work areas) on the day before the event to ensure that all sensitive information is protected. The walk through will be conducted during normal working hours to facilitate any changes that may be required.

- c. Since the responsibility for information protection during the event will ultimately lie with the Members of the Workforce (MOW), listed below are some basic OPSEC countermeasures that must be applied:

Note: This list is not all inclusive.

- 1) Sensitive information must not be discussed while event guests may be in the area.
  - 2) Personnel working with sensitive information must be aware of who is in the area.
  - 3) When faxing sensitive information personnel must take precautions to ensure that faxing is completed and the confirmation has printed and the material is not left unattended.
  - 4) After meetings, personnel will check the conference room to ensure that no sensitive information is left.
  - 5) Personnel must check white boards for sensitive information.
- d. As the festivities are being held during normal operational hours, extra precautions are required to ensure the protection of sensitive unclassified information. All MOWs will be required to apply OPSEC principles even though they themselves may not have guests.
  - e. Managers are required to walk their areas in advance of the event and stress the requirements of protecting sensitive unclassified information. Computers must be shut-down or screens locked and a closed and locked door policy in place if computers are unattended.

Note: At the conclusion of the event, Protective Force personnel will conduct a security sweep to ensure that no unauthorized persons remain.

### **5.3 ALARMS**

The alarm consoles at the Central Alarm Station (CAS) will be staffed to monitor all alarms. Both foot and vehicle patrols will respond to alarms at secured locations.

## **6.0 COMPUTER SECURITY**

Sandia sponsors/hosts are not authorized to use computers while participating in celebration activities. Similarly, sensitive unclassified systems accessible to visitors will be locked out or logged off.

Guests are not permitted to access or use computers during this event.



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Hosts/sponsors are responsible for ensuring that all security computer controls are in place and followed during the 50<sup>th</sup> Anniversary activities. The host/sponsor is responsible for enforcing these controls.

Systems authorized for continuous operation should be placed off limits to guests to prevent tampering.

No home software or hardware will be brought on site for celebration activities. No Sandia National Laboratories owned software will be copied or shared. Software, media, cables, and other hardware items not in use, such as laptops, calculators, personal items, etc. should be stored in desk or cabinets, or locked offices.

## 7.0 EMERGENCY RESPONSE

**In the event of an emergency call 911.**

Protective Force patrols will be available to respond to emergencies.

If an emergency requires the use of an ambulance, individual(s) will be transported to an off-site emergency facility.

## 8.0 CONTRIBUTING SUBJECT MATTER EXPERTS

Subject Area	Name	Phone	Email
50th Anniversary Celebration Lead	Ron Stoltz	294-2162	restolt@sandia.gov
Security Operations	Don Charlesworth – CA	294-3531	drcharl@sandia.gov
Physical Security	Jim Keeton – CA	294-2531	jbkeeto@sandia.gov
Protective Force	Pam James – CA	294-2808	prjames@sandia.gov
Electronic Security	Ed Diemer - CA	294-2342	efdieme@sandia.gov
Electronic Security	Herb Woelffer – CA	294-2770	hkwoelf@sandia.gov
OPSEC	Michelle Smith – CA	294-2454	mmsmith@sandia.gov
Protective Force	Jason Reading – CA	294-2860	jbreadi@sandia.gov
Computer Security	John Howard - CA	294-3167	jdhowar@sandia.gov
Badge Office	Theresa Price - CA	294-3043	tmprice@sandia.gov
Fire Protection	Marty Gresho - CA	294-1227	mtgresh@sandia.gov
Foreign Interactions	Theresa Price – CA	294-3043	<a href="mailto:tmprice@sandia.gov">tmprice@sandia.gov</a>

## 9.0 Pertinent Business Rules

SNL participants will comply with all pertinent business rules including:

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CPR400.2.10, [Section 4.8](#), *Prohibited and Controlled Electronic Devices* and Media.

CPR 400.3.5, Foreign Interactions

CPR 400.3.11, Access Control